

Security Investigator

Major Duties and Responsibilities __ 100% of time

1. Investigative Support **30%**

Under the direct supervision of the Assistant Legal Attaché (ALAT), Federal Bureau of Investigation (FBI), Department of Justice (DOJ), the incumbent will be required to facilitate investigative leads if requested and show initiative in handling assignments with respect to terrorism investigations, counter intelligence matters, and criminal investigations. These duties include, but are not limited to, obtaining local Asayish reports, conducting interviews, and preparing written reports. Must understand the world-wide mission of the FBI and develop an understanding of the means and methods of advancing FBI matters through host-nation cooperation, inter-agency cooperation, and intra-agency resources and assets. The incumbent will contact host nation law enforcement services on behalf of the ALAT in order to conduct and coordinate investigative assistance and request or provide documentation in support of investigative matters.

Incumbent will facilitate communication with host nation agencies to identify matters of import to the FBI, especially those involving terrorism and counter-intelligence. Incumbent also develops leads and investigative inquiries from FBI offices in the United States and supports requests for assistance from FBI Legal Attaché offices around the world. The incumbent will field requests for assistance from host government law enforcement, national security, and intelligence agencies. Incumbent is responsible for the safe and secure transfer of sensitive reports with the assistance of host government agencies.

Investigates and coordinates investigations relating to terrorist activities. Submits detailed reports of investigation concerning these inquiries. Provides continuity with useful contacts, and develops and maintains liaison with all levels of Kurdish law enforcement and host government agencies in order to respond and complete investigations. Independently responds to and coordinates requests for assistance from police and other Iraq Government agencies as they relate to Counter-Terrorism issues.

Participates in comprehensive interviews of subjects and witnesses. Conducts background investigations as able using open source techniques and working with host government agencies. Where appropriate, drafts investigative memoranda.

2. Law Enforcement & National Security Liaison/Cultural Matters **30%**

Develops and maintains an extensive range of working level Law Enforcement and Security contacts and has an understanding of the chain of command for those contacts. The incumbent will maintain regular and continued engagement with key liaisons to best serve the needs of the FBI. The incumbent will represent, and work on behalf of, the ALAT to conduct and coordinate investigative assistance, manage requests, arrange appointments and other matters. Coordinates and represents the FBI at related meetings, conferences and courses. Represents the FBI office when required to do so.

Provides guidance on investigative procedures and regulations in the Kurdistan Regional Government, Iraq. Incumbent will provide guidance and expertise regarding interactions with the various host nation services across the Iraqi Kurdistan Region. Incumbent will maintain a cooperative relationship with host-nation agencies in order to effectively facilitate the execution of the FBI mission. The incumbent will maintain contact with National Academy graduates in the IKR and periodically coordinate NA graduate meetings, as well as identify NA graduates to be submitted as candidates for NA re-trainers. The incumbent will assist with the identification and vetting of National Academy candidates. The incumbent will work with the ALAT to address training requests and to assist KRG officials to attend training in the U.S., or elsewhere, as appropriate.

3. Administrative Support 15%

Assist in administrative work as required. This includes, but is not limited to, documentation of routine meetings, submitting movement and access requests, coordinating TDY arrangements, assisting with the National Academy program and process, and responding to Department of State and FBI administrative requirements. The incumbent will ensure proper maintenance requests are submitted, office supplies are stocked or on order, inventory is complete as needed, and equipment operation is optimal. Incumbent will support document delivery and FedEx as needed. Incumbent will maintain the Legat vehicle and ensure proper working order of the vehicle. Incumbent operates a government Owned vehicle to attend meetings with KRG.

4. Information Gathering & Dissemination 10%

Receives and disseminates sensitive information and inquiries relating to criminal investigations affecting the FBI and/or its partner agencies. Such information is obtained from Legat offices worldwide, host government law enforcement agencies, phone, fax, email, and other members of the public. Implements lines of inquiry, investigative leads or refers cases to other law enforcement agencies as deemed appropriate. Reports relevant actions/information in memos to the Legat.

5. Translation Support 15%

Provide effective translation from English to Kurdish in written and verbal form. Receive and translate unclassified intelligence and reports for ALAT. Provide concurrent oral interpretation and meetings and other venues. Demonstrated ability to translate law enforcement related documents, reports, briefings, memorandums, contracts and other documents.

Note: This position description in no way implies that these are the only duties to be performed by incumbent but rather serves to outline major duties and responsibilities not ALL duties and responsibilities.